HUMAN RESOURCES SPECIALIST
Selection Process I.D. #
5702/1220

EXAMINATION PLAN

I.   WRITTEN EXAMINATION
      Multiple choice – 50 items
      Time Limit = 1.5 hours
      Weight = 100%
      Pass = 70% or better
      Hand-held calculator permitted

	CONTENT AREA	# OF ITEMS	PERCENTAGE
1.	General Human Resources Principles	13	26
2.	Proofreading	3	06
3.	Basic Computer Knowledge	6	12
4.	English Grammar	3	06
5.	Math Calculations	5	10
6.	Records Management	5	10
7.	Office Procedures	5	10
8.	Comprehension and Interpretation of Information	10	20
	TOTAL	50	100%

Reference sources:

Fulton-Calkins, Patsy and Karin M. Stulz, Procedures & Theory for Administrative Professionals, 6th Ed, South-Western, Cengage Learning, 2009.

Mathis, Robert L. and John H. Jackson, Human Resources Management, 13th Ed, South-Western, Cengage Learning, 2011.

Sabin, William A. The Gregg Reference Manual, Tribute Ed, 11th Ed. McGraw-Hill, 2011.

www.Gregg.com Glossary of Computer Terms.

This examination consists of 50 multiple choice questions; all are equally weighted.